

# Enrolment of students for transition to primary school programs

## Enrolment and registration number (ERN) registration

- Provide the parent or carer with an [enrolment form](#) to fill out and return for Kindergarten.
- Search for the student in ERN registration:
  - if there is already an existing student registration number (SRN), the registration must be managed to the current calendar year (for example, 09/10/2024) and scholastic year for Kindergarten with a **registered interested status**
  - if there is no existing SRN, select **create new student** and the student can be entered into ERN registration with a status of **registered interested**.
- Enter the intended start date for the date the student will be starting the transition program (prior to attending Kindergarten the following year).
- Ensure that the **Students main school is a Non-Gov School** category is changed to **Yes** once the student has been registered in ERN under student details. This will not include this student's SRN in any data collected for census data.



- At the end of the transition program, you can withdraw the registered interested student status from the place management in ERN.

More information on registration can be found in the [Quick Reference Guides \(QRGs\)](#) webpage.

## Quick Reference Guides

There are 3 QRGs to assist schools, depending on their circumstances:

- if the student does not have an SRN in ERN and no siblings enrolled at a department school
  - [Enter a quick registration – QRG](#)
- if the student already has an SRN in ERN
  - [QRG-How-to-Manage-Registration-returning-students](#)
- if the student does not have an SRN in ERN but has siblings enrolled at a department school
  - [Register a sibling – QRG.](#)

Consult [QRG – Registration Statuses](#) to check what each ERN registration status means.

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